

Clerical and Office Branch
Personnel & Payroll Group
Personnel Series

EPWU PERSONNEL COORDINATOR

06/96 (SAC)

Summary

Under general supervision, coordinate varied and complex clerical and technical water utilities personnel administration and payroll processing work, in conjunction with Personnel Department.

Typical Duties

Direct and perform personnel administration work. Involves: completing personnel requisitions to fill job vacancies; arranging job interviews; in-processing and orienting new employees; routing of personnel actions and changes to appropriate designated personnel for action or approval and follow up on their return; creating, maintaining and ensuring confidentiality of permanent personnel files and employment records; entering data into departmental Human Resource Management System (HRMS); processing and verifying personnel actions, leave requests, and disciplinary actions; reviewing Personnel Department database information to identify discrepancies in data between systems; ensuring personnel and payroll information regarding retiring employees is submitted to pension administration in a timely manner.

Direct and process automated bi-weekly payroll. Involves: preparing personnel time sheets; collecting and maintaining time sheets department wide; checking and verifying payrolls prepared by the various divisions and section for accuracy, and making proper adjustments; processing worker's compensation salary supplements; explaining policies, rules, regulations, ordinances, salaries, leave entitlements, pay increases and other personnel-related topics to employees, supervisors and others.

Supervise subordinate personnel. Involves: scheduling, assigning, instructing in, guiding checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants.

Perform related duties as required. Involves: planning and coordinating annual awards program; performing designated duties of subordinates, coworkers or supervisor, if necessary, to maintain continuity of operations during temporary absences; compiling and organizing data to prepare reports; composing correspondence for signature of division manager; maintaining records and files.

Minimum Qualifications

Training and Experience: Graduation from high school or GED equivalent, including or supplemented by coursework or specialized training in bookkeeping and computer operations, plus five (5) years clerical experience supporting high volume personnel and payroll administration for a diverse employee population, including two (2) years using a centralized, automated information processing and records maintenance system; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: personnel policies and procedures; office practices and procedures, including payroll and bookkeeping methods. Good knowledge of: personnel management information systems procedures; rules and regulations governing the release of information from personnel records.

Ability to: perform arithmetical calculations; research records and extract pertinent information; comprehend and apply Civil Service rules and regulations; firmly and impartially exercise delegated supervisory authority and enforce personnel rules and regulations; express oneself clearly and concisely, orally and in writing; establish and maintain effective working relationships with fellow employees, officials and the general public; gather and organize data; maintain records and prepare reports; and meet timely deadlines.

Skill in: use and care of personal computers, office machines, and equipment.

Director of Personnel

Department Head